



STATE OF MICHIGAN

DEPARTMENT OF STATE POLICE  
LANSING

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GOVERNOR

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DIRECTOR

February 17, 2012

To: District and Circuit Family Division/Probate Court Administrators

Subject: Disposition Reporting for Local Ordinance Violations

In an effort to report accurate criminal history records, the Criminal Justice Information Center (CJIC) is requesting that all dispositions reported for a local ordinance include the corresponding state Prosecuting Attorney's Coordinating Council (PACC) Code.

Michigan Compiled Law (MCL) 28.243, Section (2), states, "A law enforcement agency **shall** take a person's fingerprints if the person is arrested for a violation of a local ordinance for which the maximum possible penalty is 93 days imprisonment and that substantially corresponds to a violation of state law that is a misdemeanor for which the maximum possible term of imprisonment is 93 days."

Also, Section (5) of MCL 28.243, states, "An arresting law enforcement agency in this state **may** take a person's fingerprints on forms furnished by the commanding officer upon arrest for a misdemeanor other than a misdemeanor described in subsection (1), (2), or (4), and may forward the fingerprints to the department."

It is the court's responsibility to include the corresponding state PACC Code. These cases will reflect as an "Ordinance Violation" in the judicial segment of the criminal history record. If you need assistance in determining the correct corresponding state PACC Code, contact your city Attorney's office for assistance.

Ordinances that do not substantially correspond to a state statute are not reportable to the Michigan State Police (MSP). To report on those non-state-corresponding ordinances and to have them removed, you may enter an electronic disposition (EJUD) using "111.111" as the PACC Code. Our office will then remove all criminal history information – including fingerprints – submitted for that incident.

An alternative method of reporting non-state-corresponding ordinance violations is to:

- Mail a copy of the judgment to the address listed below:  
Attention: Record Processing.
- Fax to (517) 241-0866
- E-mail to [MSP-CRD-Judicial@michigan.gov](mailto:MSP-CRD-Judicial@michigan.gov) stating in the subject line "NO CORRESPONDING STATE PACC CODE."

Please include the Tracking Control Number (TCN), Originating Agency Case Number (OCA), and final charge (literal) on documents.

Sincerely,

Ted Kilvington, Court Reporting Coordinator  
Criminal Justice Information Center  
Criminal History Section  
[KilvingtonT@michigan.gov](mailto:KilvingtonT@michigan.gov)  
517-241-0612